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For Release 2001/07/28 : CIA-RDP78-03921A000100010046-6

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 8-69

20 February 1969

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES

13-18 April 1969

(This Seminar is in session from Sunday afternoon to Friday afternoon.)

LOCATION

25X1A6a

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and to familiarize participants with the Agency's overall planning system.

FOR

Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

For maximum effectiveness each seminar requires substantial representation from each of the major components.

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GROUP 1
Excluded from automatic
downgrading and declassification

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SECRET

PRECOURSE WORK	Approximately 25 hours. Material will be sent out on or about Wednesday, 26 March 1969.
REGISTRATION	Limited to 45. Submit Form 73 to OTR/RS/AIB, Room 832 Glebe. Closes Friday, 21 March 1969. <u>No substitutions to be made after this date because of precourse work re- quirements.</u>
TRAVEL ORDERS AND COST	Responsibility of participating offices. SECRET
ADDITIONAL INFORMATION	On course content, call extension [REDACTED] On registration, extension [REDACTED]

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